

SONOMA COUNTY OFFICE OF EDUCATION

**Business and Personnel Services Standing Committee**

Regular Meeting Minutes - Adopted

October 27, 2014, 10:00 a.m.

**Present - Standing Committee Members:** Helga Lemke, and Ray Peterson; **Staff:** Jim Cerreta, Mary Downey, and Patti Springer

1. **Call to Order** – Ms. Lemke called the meeting to order at 10:01 a.m.
2. **Approval of the October 27, 2014 Meeting Agenda** – On motion by Mr. Peterson, seconded by Ms. Lemke, the motion carried to approve the agenda.
3. **Approval of the September 16, 2014 Audit Committee Meeting Minutes** – By designation, Ms. Lemke approved the Audit Committee minutes.
4. **Approval of the September 16, 2014 Regular Meeting Minutes** – Mr. Peterson noted the omission of “not” in the first sentence of Item 7c. That portion of the sentence was corrected to “whereas groups shall not be charged a fee for the use of the facility or grounds . . .” By designation, Ms. Lemke approved the regular meeting minutes as corrected.
5. **Public Comment** – None
6. **Action and/or Consent Items for Recommendation to the Board**
  - a) **Request Board approval of the 2014-15 fiscal year budget revisions between \$25,000 and \$99,999 from September 1, 2014 through September 30, 2014; and any listed budget revisions greater than \$100,000** – Ms. Downey presented the report to the Committee, stating that the one revision was due to an account code correction; and there were no revisions over \$100,000. On motion by Mr. Peterson, seconded by Ms. Lemke, the motion carried to recommend full Board approval of the revisions and placement on the consent agenda.
  - b) **Request for Written Consent to Subordination, Healdsburg Redevelopment Agency** – Mr. Cerreta presented the request to the Committee. He stated that in the past requests were permitted to lapse 45 days without action, which then allowed an automatic approval of the requests. Because the 2014 tax allocation bonds are a refinancing of an existing debt, SCOE is being asked to reconfirm its consent to subordination of SCOE’s pass-through payment entitlement. Mr. Cerreta is asking the Board to concur. On motion by Mr. Peterson, seconded by Ms. Lemke, the motion carried to recommend full Board approval of the reconfirmation of consent, and placement on the consent agenda.
7. **Information/Discussion Items**
  - a) **Review 1st quarter list of purchase orders over \$25,000** – Ms. Downey reviewed the list with the Committee stating that some of the purchase orders are estimates and are designated as “not to exceed” the amount of the purchase order. She further stated that funds are released at the end of the year if they are not expended.
  - b) **Review 1st quarter list of personal property scheduled for disposal worth over \$25,000** – Mr. Cerreta asked that this item be tabled as the interim Director of Operations and staff are still compiling the report; he will bring it before the Committee at the next meeting. Mr. Peterson asked whether the office is making sure that we are taking the computers to recyclers rather than salvage companies; recyclers provide computers to low-income families for a nominal cost. Mr. Cerreta said he will check with IT.

- c) **Review 1st quarter Board budget summary and Board expenditures** – Ms. Downey presented the 1<sup>st</sup> quarter report and reviewed the expenditures with the Committee; explaining the difference between encumbrances and expenditures.
- d) **Review Public Insurer’s Annual Report** – Mr. Cerreta presented and reviewed the report with the Committee.
- e) **Annual Review of Board Standing Committee agendas & minutes recordkeeping** – Mr. Cerreta reported that he had verified with Legal that we are only required to record, approve, and post agendas and minutes to the SCOE website, for which we are in compliance. There is no requirement to have the minutes actually signed by the Committee Chair. Mr. Peterson commented on the benefits of using Agenda Online.
- f) **New Positions Authorized: Accounting Technician III, Business Services; IT Technician for West County School Districts** – Discussion ensued regarding the IT Technician position. West County Districts have provided IT support for themselves. Mr. Cerreta stated that Dan Bienkowski recommended that we consider a structure whereby the County Office employs an individual, whose position would be funded by the West County Districts. That person would then serve each of those districts on some sort of predetermined schedule and would move from one district to the next. Six districts have been approached regarding this model, three have said they are interested, two have said they would get back to us, and one has not responded. IT is planning on attending the West County Superintendents meeting to present this proposal. This position has not been created yet until the districts confirm their commitment to the model.

The Committee briefly discussed fiber optics for Fort Ross and Kashia, and the transmitter on Mount St. Helena – licensing, productivity, expansion, etc. Ms. Lemke commented that an interesting Board update from Business Services/IT would be around the IT capacity of school districts as required by LCAP plans.

**8. New/Pending Business**

- a) **New/Old Business** - None
- b) **Facilities Update** – None
- c) **Audit Committee** – No report
- d) **Additional Items from the Committee** - None

**9. Next Meeting** – The next meeting was scheduled for Monday, November 24, 2014, at 10:00 a.m. in the Business Services Conference Room. Staff will contact Member Jill Kaufman to determine that this date works for her.

**10. Adjournment** – Ms. Lemke adjourned the meeting at 10:52 a.m.